Self-Enrollment Quick Step Guide for all BLR Catalogs

Step	Action
1.	Navigate to this website to begin: https://hr.gmis.in.gov/psp/lmprd/?cmd=login Enter your **User ID** and **Password** into the appropriate field. A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number. For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.
2.	Click the **Self Service** link. *(If you can't locate the Self Service link, click **Main Menu** and then click the **Self Service** link.)* ▷ Self Service
3.	Click the **Learning** folder link.
4.	Click the **Browse Catalog** link.
5.	Select the **State Personnel Department** category/agency link to access the course catalog.
6.	Select the **BLR Training Catalog** under the Related Categories link.
7.	Select the appropriate category. ➢ **BLR Manager and Supervisor Catalog** ➢ **BLR Customer Service Catalog** ➢ **BLR Health and Safety Catalog**
8.	Review the catalog offerings by scrolling up and down the page and using the **Next** and **Previous** links in the upper right-hand corner of the screen.
9.	Upon locating the desired training/course, click the course link or the **Select** link to the right of the course title. *(All courses in each catalog are listed in alpha order)*
10.	Click the **Enroll** button to enroll into the course.
11.	On the next page, click the **Submit Enrollment** button.
12.	This web-based training will be available to launch by clicking the **Launch** link in the bottom-left corner of the screen. If launching a course now please continue on to the next page for the remaining steps. *If you are following a Core or Enhanced Curriculum you may enroll into all the courses in the curriculum at this time and skip to step 18. Click the links below to open the Curriculum course listing:* **Core Curriculum** **Enhanced Curriculum**

Step	Action
13.	Click the **Launch** button to the right of the course. **Table Of Contents** | Title	Status	Score	
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Coaching for Superior Employee Performance—Techniques for Supervisors	Not Attempted		Launch	 If you receive a security warning, select the **Yes** option. ***The training will launch in a new window. If the training does not launch, make sure that your browser's pop-up blocker is disabled and try again.***
14.	Follow the instructions on the screen to complete the training. If you would like to enlarge the screen you can select F11.
15.	At the end of the training you will need to pass a quiz in which you will have three attempts to pass. Once you have you passed the quiz you will click the **finish button** and exit out the training window. *If you need to retake the quiz hit the retry button.*
16.	Once you have completed the course you can log out of PeopleSoft ELM. If you would like to view additional training you can review our other training catalogs in ***ELM/Main Menu/Self-Service/Learning/Browse Catalog/SPD/BLR Training Catalog*** If you have any questions please contact the Division of Employee Engagement at SPDtraining@spd.in.gov.
17.	If you have enrolled into course for either the Core or the Enhanced Curriculum you may now follow these steps to access your courses.
18.	Click the Self Service link. (If you can't locate the Self Service link, click Main Menu and then click the Self Service link.)
19.	Click the Learning link.
20.	Click the My Learning link.
21.	Click the All Learning link under the My Learning Activities box.
22.	In the Filter Name box, select All learning – any status, type or date.
23.	Click the Go button to refresh the list.
24.	Click the activity (course) link to be opened for viewing. (You may need to select View All if you have more than 15 courses in history to view all your courses) *Search Filter: All learning - any status, type or date Go View All		First 1-10 of 29 Last Learner Title Type Status Date

Step	Action
25.	From the Activity Progress page, learners can re-launch course content, view activities (course) information, view enrollment status and access or print grades/attendance information.
26.	When finished, click the Return to Previous Page link to view additional activities, or click the Sign-Out link in the upper-right-hand corner of the page to log out.